

Equal Opportunity Centre/Women Cell St. Edmund's College

Minutes of the Meeting of Equal Opportunity Centre/Women Cell held on 26th February 2026

Time: 12:30 p.m.

Venue: Vierya Hall

Ms. Finley E. J. Syngai (Head of Department of Sociology) **Convener of Equal Opportunity Centre/ Women Cell, St. Edmund's College welcomed and thanked everyone** who were present in the meeting, to prepare for the International Women's Day, to be celebrated in St. Edmund's College on 9th March 2026 in the College.

Agenda:

- **Brief the allotment of responsibilities to the thirty five student volunteers selected from the following seven Departments (five each):**
 1. Bachelor of Social Work (BSW),
 2. Botany
 3. Commerce
 4. Economics
 5. Education
 6. History
 7. Sociology
- **Further plan and prepare for the programme among the members of the Cell**

The **first agenda** was taken up by **Ms. Finley E. J. Syngai Convener of Equal Opportunity Centre/ Women Cell**, and she **distributed the responsibilities amongst the teachers and students as follows:**

- **Refreshments Team:**

Departments-in-charge: Botany, Education and History

Selection and ordering of refreshments, will be handled by teachers-in-charge of the above-mentioned Departments.

Requirements on the day of the Programme are cups, saucers, glass bottles, glasses. tea coasters, trays, paper napkins.

The Convener graciously requested that the refreshments, are to be served to the Guests at their seats. For the students, the tables need to be arranged, and volunteers will be stationed at the back of the College Auditorium, to distribute the refreshments to the students
- **Decorations and Technical Team:**

Departments-in-charge: Bachelor of Social Work and Commerce

The preparation of decorations, and handling of the Technical Aspect of the Programme to be handled by teachers-in-charge, and students of the above-mentioned Department

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Requirements on the day of the Programme are flower arrangement, table cloth, arrangement of the dais, chairs for faculty and students in the College Auditorium, playing of instrumental/ light music before the start of the Programme, projection of the flyer, projection of the programme flow and QR Code for feedback form.

Ms. Aibakor Kharbuli (Faculty of the Department of BSW) had **suggested Meidinggu Gangmei, a student from BSW to handle the laptop**

- **Gifts Team**

Departments-in-charge: Economics and Sociology

The preparation and handing of the gifts during the Programme to be handled by teachers-in-charge, and students of the above-mentioned Departments.

Ms. Finley E. J. Syngai Convener of the Cell had a **meeting with Principal I/C Br. Sunil Britto**, prior to the meeting with the members of the Cell, and **informed** that, **Bah Bindu will prepare pots with succulents, for the Programme (100 number)**. Regarding this the **requisition slip** will be **prepared by the Convener**. The **number of all female staff (100)** had been **mentioned by Ms. Pinky Paul** (Faculty of the Department of Commerce), who was assigned the responsibility to collect information on in the previous meeting of the Cell, held on 19th February 2026 from Bah John.

The floor was open for suggestions by the Convener of the Cell

The suggestions were as follows:

- As **Deinamesha Hynniewta (6th Semester Department of Economics)** was taking the geotagged photos for the ongoing Meeting, **Ms. Finley E. J. Syngai Convener** of the Cell requested her to take **geotagged photos, on the day of the Programme** also.
- Also, it was suggested by **Dr. Ibadahun Nonghuloo** (Faculty of the Department of Botany), and **Ms. Lorraine Claudia Massar** (Faculty of the Department of Economics) that the **attendance of the Programme was to be maintained**.
- **Deinamesha Hynniewta (6th Semester Department of Economics)** volunteered to help with the **attendance**, and **making of the feedback form** **Ms. Lorraine Claudia Massar** (Faculty of the Department of Economics) will **assist her**, with her responsibilities.

Before coming to the end of the first agenda of the Meeting with the student volunteers, **Ms. Finley E. J. Syngai Convener** of Equal Opportunity Centre/ Women Cell **emphasised** that we **start the Programme on time**. She along with **Ms. Aibakor Kharbuli** (Faculty of the Department of BSW) **requested the student volunteers to be decently dressed**, for the programme and to **wear their student IDs**.

The Meeting with the students was concluded and the students left the Vieyra Hall.

The Meeting continued with the Convener and faculty members of the Cell to further plan and prepare for the programme among the members of the Cell

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- **Flyer to be finalised by Medinggu** a student from BSW along with **Ms. Aibakor Kharbuli** (Faculty of the Department of BSW)
- **Programme Flow shared by Ms. Finley E. J. Syngai** Convener of the Cell and **updated bible reading and prayer by Daiamanlang Lamare** (a student from Department of Sociology), and **Vote of Thanks by Dr. Ibadahun Nonghuloo** (Faculty of the Department of Botany)
- **Rapporteur** for the programme by **Naphibansabet Byrsat** (student from Department of Sociology), and **Shafileen Lyngdoh** (student from Department of BSW)
- **Invitation letters** to be given by the Cell to **Resource Person, Management, NCC, Music Society, Dance Club, Mass Media Club and Departments of St. Edmund's College**. **Invitation letters** to be prepared by **Ms. Lorraine Claudia Massar** (Faculty of the Department of Economics)
- **E-invitation to be prepared by Ms. Aibakor Kharbuli** (Faculty of the Department of BSW)

In the **previous meeting held on 19th February 2026** the Convener **Ms. Finley E. J. Syngai** assigned the task of:

- **Maintaining minutes of meetings and writing of Reports to Dr. Dianghunmon Rynjah** (Faculty of the Department of History) and **Ms. Lorraine Claudia Massar** (Faculty of the Department of Economics)
- **Preparation of Budget proposals to Ms. Pinky Paul** (Faculty of the Department of Commerce)

Hence, it was decided by the Convener in the current meeting that:

- **Ms. Aibakor Kharbuli** (Faculty of the Department of BSW) **has been assigned the role of Secretary of the Equal Opportunity Centre/ Women Cell, St. Edmund's College**
- **Ms. Inrilin Marwein** (Faculty of the Department of Education) **has been assigned the role of Assistant Secretary of the Equal Opportunity Centre/ Women Cell, St. Edmund's College**
- **In-charge of Certificates and Mass Media to Dr. Ibadahun Nonghuloo** (Faculty of the Department of Botany)

The Meeting concluded with a summary of the various points discussed during the Meeting.

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Attendance Sheet			
Equal Opportunity Centre/Women Cell St. Edmund's College			
Meeting			
Date: 26 th February 2026			
Time: 12:30 p.m.		Venue: Vierya Hall	
Sl. No.	Name	Department	Signature
1.	F. K. J. Lyngai	Botany	[Signature]
2.	I. M. Nongkhal	Botany	[Signature]
3.	PINKY PAUL	COMMERCE	[Signature]
4.	INRILIN MARWEIN	EDUCATION	[Signature]
5.	LORRAINE C. MASSAR	ECONOMICS	[Signature]
6.	PHELANG SUMAYAN	BOTANY	[Signature]
7.	Fenia Gyadi	Botany	[Signature]
8.	B. Karmasrang	History	[Signature]
9.	Vikramas Rongkum	History	[Signature]
10.	Zomuanpui	HISTORY	[Signature]
11.	Anissa Ngousi	History	[Signature]
12.	Kayden Kaban	History	[Signature]
13.	Elizabeth Hactip	Sociology	[Signature]
14.	Azelea Adhiana Panyope	Sociology	[Signature]
15.	Wamualang Lamane	Sociology	[Signature]
16.	Anisha Devi	Sociology	[Signature]
17.	Lahurang Kharmujai	Sociology	[Signature]
18.	Hakidaker A. Wamuk	BSW	[Signature]
19.	Nafisa K. Lyngdoh	BSW	[Signature]
20.	Kernika G. Nongkhal	BSW	[Signature]
21.	Sophi Bakorder P. Suer	Economics	[Signature]

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Sl. No.	Name	Department	Signature
22.	Bobby Sutton Laskar	Education	[Signature]
23.	Michelle Rhas	Education	[Signature]
24.	C. Precilla Hounum	Education	[Signature]
25.	Vungbiakmuen	Economics	[Signature]
26.	Lhinghoivak Roslyn	Economics	[Signature]
27.	Helen Kallawmawm	Economics	[Signature]
28.	Sophi Bakorder P. Suer	Economics	[Signature]
29.	De-namesha Hymniewta	Economics	[Signature]
30.	Aibaker Kharbati	BSW	[Signature]

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